



Human Resources
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www.sanbruno.ca.gov

The City of San Bruno is located in San Mateo County, and is only 12 miles south of San Francisco. An ethnically and culturally diverse city, San Bruno maintains a small-town atmosphere within a large metropolitan area.

The City is responsible for a wide range of public services including Fire, Police, Cable TV, Water and Wastewater.

Located along Highway 101 and Interstate 280, the City enjoys easy access to the vast cultural, educational and recreational opportunities of the San Francisco Bay Area including museums, galleries, theaters and access to professional sports teams including the Giants, 49ers, A's, and Sharks venues, the Golden Gate National Recreation Area, and the San Francisco Bay. Educational opportunities include numerous community colleges, as well as Stanford University, University of San Francisco, UC Berkeley and San Francisco State University.

The San Bruno BART and CalTrain stations make it easy to use public transportation to access the Peninsula, San Francisco and beyond.

Community Development Technician I/II

Filing Deadline: 5:00pm on Friday, July 14, 2017

Community Development Technician I: \$55,992 - \$68,724

Community Development Technician II: \$64,404 - \$79,032

The Position

The City of San Bruno is currently recruiting for a dynamic, customer service oriented, Community Development Technician I/II. This position performs a variety of routine and complex clerical, administrative, and technical work in the processing and review of planning and building entitlement applications. This position works under the general supervision of the Chief Building Official.

The Community Development Technician I position is an entry-level position, distinguished from the Community Development Technician II by the performance of the more routine tasks and duties. Employees exercise judgment and discretion within well-defined parameters and seek guidance on new or unusual situations.

The Community Development Technician II position is a journey-level position, performing the full range of duties and tasks requiring a high level of technical and interpersonal skills. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and they are fully aware of the operating procedures and policies within the department.

The Department

The Community Development Department includes the Planning and Building Divisions, as well as the successor agency to the San Bruno Redevelopment Agency. The Planning Division of the Department is responsible for land development review project management and application processing, including environmental review, plan check, inspection and long range planning needs. The Building Division is responsible for all aspects of building plan check, inspection services, and code enforcement efforts.

Excellent Benefits

- CalPERS retirement formula of 2.7% @ 55 for classic members or 2% @ 62 for new members
- Medical, dental and vision benefits provided with employee contribution
- Life insurance equal to one year's annual salary
- Long term disability insurance provided at no cost to employee
- Opportunity for bilingual incentive pay up to 2.5% of salary
- Home loan assistance program
- Credit union membership
- Tuition reimbursement

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Minimum Qualifications

Education and Experience

Community Development Technician I

Possession of an AA/AS degree from an accredited college or technical training in land use, urban planning, architecture, public administration, building technology, or a closely related field.

One (1) year of experience in general construction, land use/planning or related field.

Community Development Technician II

Possession of an AA/AS degree from an accredited college or technical training in land use, urban planning, architecture, public administration, building technology, or a closely related field.

Two (2) years of experience in general construction, land use/planning, or related field.

Special Requirements:

International Code Council (ICC) or comparable certification as a Permit Technician or the ability to successfully obtain this certification prior to completion of probationary period.

Necessary Knowledge and Skills

Applicants should possess knowledge of international and California Building Codes and general land use development; zoning regulations; building administration; manual and computerized record-keeping systems.

In addition, applications should possess the ability to work effectively with contractors, developers, architects, engineers, owners, and the general public; read and understand complicated plans and blueprints; communicate effectively orally and in writing; work under stressful conditions with frequent interruptions. The successful candidates will have excellent customer service skills as this position is responsible for working at the Community Development counter and frequently interacts with residents, business member, and contractors.

How to Apply

Applications may be submitted online at www.calopps.org. Applications must be received by 5:00pm on Friday, July 14, 2017. After an initial screening of applications, those candidates that best meet the Department's needs will be invited to participate further in the recruitment process.

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The City of San Bruno is an Equal Opportunity Employer (EOE) and as such does not discriminate on the basis of age, race, color, sex, gender, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin in its employment actions, decisions, policies and practices. If you require special accommodations, please contact us to discuss your needs.